

PART IV – BUDGET INFORMATION — PLANNING GRANT APPLICANTS ONLY		
PROJECT CLASS CATEGORIES		BUDGET
1. Personnel		\$
2. Fringe Benefits		\$
3. Travel		\$
4. Equipment		\$
5. Supplies		\$
6. Contractual		\$
7. Other (Specify: )		\$
8. Indirect costs		
9. <b>Total Eligible Project Costs</b> (lines 1-8) Place amount in line 13c, page 1		\$
10. <b>Federal Share Requested</b> Place amount in line 13a, page 1		\$
11. <b>Applicant Share</b> (line 9 less line 10) Place amount in line 13b, page 1		\$

#### INSTRUCTIONS FOR PART IV – BUDGET INFORMATION - PLANNING GRANT APPLICANTS

**LINES 1 – 8:** All costs included in the proposed project should be broken down into the categories listed. Enter the amounts for each category on the appropriate line on the form

1. List each employee, full-time equivalency, and payment.
2. List fringe benefits and *method of calculating benefits*.
3. Break travel down into local and overnight, with projected areas of travel and costs.
4. Equipment may include office equipment to support the planning function, but cannot include equipment to establish a telecommunications facility.
5. List supplies projected to support the planning activity.
6. List contractors, such as consultants, amount to be paid, and *basis for rate charged*.
7. Other, list any additional eligible expenses required to support the planning activity.
8. Enter Indirect costs charged to the project. Document the indirect rate in the Budget Narrative.

**Attach a Budget Detail** that gives a line item breakdown with three columns on the right indicating “Federal Support,” “Matching Support,” and “Total.”

		<u>Federal Support</u>	<u>Matching Support</u>	<u>Total</u>
Example:	Project Director		\$37,500	\$37,500
	Secretary	\$5,000	\$10,000	\$15,000

Also, **attach a Budget Narrative** that gives sufficient explanation about each category to establish the need for the funds requested in that category, and the basis for figures used and how they were calculated.

Example: Project Director will administer project, hire consultants, conduct planning meetings and prepare project reports. Project Director will be .6 FTE based on an established annual salary level of \$62,500 at our organization.

#### PLANNING GRANT APPLICANTS SHOULD COMPLETE EXHIBIT A and attach a discussion regarding the source of local funds